



## Residential Building Permit Application

### Project/Site Information

Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Tax I.d. Number \_\_\_\_\_

#### Zoning Classification

R-1-15     R-1-20     R-2-15  
 RR-1     RR-2     PUD

### Property Owner Information

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

### Contractor Information

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Email \_\_\_\_\_

### Plumber Information

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 License Number \_\_\_\_\_ Number of Fixtures \_\_\_\_\_

### Mechanical Work

Plumbing?  Yes  No    Electrical?  Yes  No    HVAC?  Yes  No

### Permit Type

<input type="checkbox"/> Pool	<input type="checkbox"/> Garage	<input type="checkbox"/> Sunroom
<input type="checkbox"/> Shed	<input type="checkbox"/> Carport	<input type="checkbox"/> Alterations
<input type="checkbox"/> Deck	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Accessory Bldg.
<input type="checkbox"/> Porch	<input type="checkbox"/> Pergola	<input type="checkbox"/> Fire Restoration
<input type="checkbox"/> Ramp	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Alternative Power
<input type="checkbox"/> Demo	<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Basement Remodel
<input type="checkbox"/> Fence	<input type="checkbox"/> Addition	<input type="checkbox"/> Pre-Existing Structure/Work

*Check all that apply above.  
Color pictures required.*

See residential project handout for more information and fee schedule.

**Construction Cost \$**

I hereby certify that all work related to this application will be performed in accordance with all applicable town, and state laws and codes pertaining to building construction, and demolition and the information submitted and contained herein is accurate and correct. I further certify that I am the owner or an authorized agent of the property owner listed in this application, and have authority to make application for work to be performed.

Applicant's Name (Printed) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### For Official Use

### Approval For Permit Issuance

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Required Inspections:    1    2    3    4    5    6    7    8    9    10    Fireplace    Electrical    Pre-Permit Inspection

Application # \_\_\_\_\_ Application Date: \_\_\_\_\_ Fee: \_\_\_\_\_



Town of Henrietta  
**Office of Building and Fire Prevention**  
 475 Calkins Road  
 Henrietta, NY 14467  
 PH: (585) 359-7060 FAX: (585) 321-6093  
 Building@henrietta.org



## Residential Building Permit Application Required Documentation

### Required Documentation

**2 sets of plans. One may be an electronic copy.** Email to [Building@henrietta.org](mailto:Building@henrietta.org) Indicate Project Address in Subject Line.

**\*New York State Educational Law requires stamped design professional plans for project construction cost over \$20,000.**

**Plans shall include the following where applicable and be drawn to scale. 1/4" per foot preferred.**

- |                                                                      |                                                |
|----------------------------------------------------------------------|------------------------------------------------|
| -Plan view (overhead)                                                | -Energy code compliance method                 |
| -Cross section (side view)                                           | -Heat calculations                             |
| -Label all Components/Rooms, Spans,<br>Lumber Sizes, Dimensions etc. | -Plumbing, Electrical and HVAC plan            |
| -Survey map ( <i>exterior</i> projects only)                         | -Truss utilization placard form                |
|                                                                      | -Preexisting structures/work<br>Color pictures |

Insufficient Information May Lead To A Delay In The Permit Process.

Contractor's Liability And Workers' Compensation Insurances required to be on file prior to issuance of permit.

### Description of Work



## Residential Permit Application Information Handout

**Detach This Page And Do Not Resubmit With Application**

**SETBACK REQUIREMENTS:**

\*Front - R-1-15 and R-2-15 Districts = 40 feet on town roads, 60 feet on county and state roads  
 R-1-20 District = 60 feet on all roads  
 RR-1 District = 30 feet on town or private roads, 50 feet on county or state roads  
 RR-2 District = 40 feet on town or private roads, 60 feet on county or state road  
 (Measured from right of way)

\*Side- R Districts = 8 feet  
 RR-1 District = 10 feet on one side and 15 feet on the other  
 RR-2 District = 10 Feet on one side and 20 feet on the other

\*Rear- R Districts = 10 feet  
 RR-1 District = 30 feet  
 RR-2 District = 40 feet

P.U.D. districts and Corner Lots ....Please ask for assistance

**Shed-** Minimum 4 feet rear and side.

**Pool-** Permitted in rear yards only and shall comply with residential setback regulations applicable to the lot.  
*Pool must be a minimum of 10' to a fence or other barrier when present.*

**Side and Rear Setbacks Shall Not Impermissibly Infringe on an Easement.**

***\*Supplemental setbacks may apply***

**FEES:**

- Shed - **\$75.00**
- Fence - **\$35.00**
- Deck - **\$155.00**
- Ramp - **\$100.00**
- Porch - **\$155.00**
- Re-Roof - **\$35.00**
- Garage - **\$155.00**
- Carport - **\$100.00**
- Sun room - **\$155.00**
- Pool/Hot Tub - **\$95.00**
- Pergola/Gazebo - **\$85.00**
- Alternative Power - **\$205.00**
- Accessory Structure - **\$235.00**
- Demo - Large Structure - **\$150.00** Small Structure/In-Ground Pool - **\$50.00**
- Basement Remodel - **\$155.00** Base Plus **\$50.00** Plumbing & **\$3.00** Per Fixture
- Addition/Alteration/Fire Restoration - **\$180.00** Base Plus **\$50.00** Plumbing & **\$3.00** Per Fixture
- Pre-existing Structures: See above

Because Pre-Existing structures present a unique challenge to code officials, the Office of Building and Fire Prevention cannot certify that any pre-existing structure is substantially in conformance with structural code requirements. The Office of Building and Fire Prevention can only certify that a pre-existing structure is in substantial conformance with general code and safety requirements.

**(Fee Schedule Subject to change)**